

PAYMENT SERVICES USER MANUAL 1

APPROVING A RECURRING PAYMENT 1

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APPROVING A RECURRING PAYMENT

INTRODUCTION

The Recurring Payments application does not *automatically* send transactions to STARS for payments on scheduled dates. Users must log on to Payment Services on a regular basis and view the **Schedule** screen to see what is scheduled or needs to be scheduled for payment.

After the template has been scheduled and the fiscal coding and cost distribution entered, the payment is ready to be approved. The agency's Payment Services administrator sets up the number and the names of the approval levels.

TO APPROVE A PAYMENT

Open the Recurring Payments menu:

1. From the Payment Services menu, select **Recurring payments**.
2. Click the **Schedule** tab.
3. In the **Scheduled Payments** section, click **Select** next to the payment you need to approve.

The screenshot shows the 'Schedule' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Templates Pending thru' with a dropdown menu set to 'Next 7 Days'. Below this, there is a table with columns 'Run Date', 'Name', and 'Template Description'. The table contains two rows: one for 'Plant Care' and one for 'Transportation'. Below the table, there is a section titled 'Scheduled Payments' with a table containing columns 'Payment Date', 'Name', 'Recur Description', 'Status', and 'Created by'. The table contains three rows: 'Internet', 'EE Journal', and 'Verizon'.

Run Date	Name	Template Description
03/08/2008	Plant Care	Indoor plant watering
03/17/2008	Transportation	transportation

Payment Date	Name	Recur Description	Status	Created by
03/01/2008	Internet	Guest Internet Service	Awaiting Accts Payable	JAMES CARTER (02/29/2008)
03/01/2008	EE Journal	Engineering Journal	Awaiting Release to Star	JAMES CARTER (02/29/2008)
03/18/2008	Verizon	cell phone service	Awaiting Accts Payable	JAMES CARTER (03/20/2008)

4. Select the **Show Vendor Info** and/or **Show Encumbrance Info** check boxes to display detailed information for those fields.
5. Click the 'Approval' button to approve the payment. (The name of the button will be set up by your Payment Services administrator.)

Name: Veterinarian		Description: Veterinarian services		Due Date: 05/01/2008																																							
Status: Awaiting Ap1		Requested Payment Date: 04/01/2008																																									
<input type="checkbox"/> Show Vendor <input type="checkbox"/> Show Encumbrance Info																																											
<table border="1"> <thead> <tr> <th>Vendor No</th> <th>Sfx</th> <th>Account</th> <th>Inv Number</th> <th>PO#</th> <th>Inv Description</th> <th>Amount</th> <th>IC</th> <th>R D M I</th> <th>B F Y</th> <th>P C A</th> <th>Index</th> <th>Exp</th> <th>Obj</th> <th>Dtl</th> <th>Grant</th> <th>Ph</th> <th>Project</th> <th>Ph M</th> </tr> </thead> <tbody> <tr> <td>941-888864</td> <td>00</td> <td></td> <td></td> <td></td> <td>Veterinarian Services and Supp</td> <td>\$88.88</td> <td>230</td> <td></td> <td>2008</td> <td>11100</td> <td>1000</td> <td>5099</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Vendor No	Sfx	Account	Inv Number	PO#	Inv Description	Amount	IC	R D M I	B F Y	P C A	Index	Exp	Obj	Dtl	Grant	Ph	Project	Ph M	941-888864	00				Veterinarian Services and Supp	\$88.88	230		2008	11100	1000	5099						
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<div> <div>Approve Ap1</div> <div>View History</div> <div>Undo Approval</div> </div>																																											
<div> <div>Save & Continue</div> <div>Save & Clear</div> <div>Clear</div> <div>Delete Payment</div> </div>																																											

- If you need to return the payment for corrections or review, click **Undo Approval** and then select the process to return the payment to (either to a previous approval level, cost distribution, or authorization).

- Click **Save & Continue** (to save changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the approval screen).
 - Click **Clear** to clear the approval screen without saving any changes.
 - If you decide the payment is incorrect, click **Delete Payment**.

FINAL APPROVAL

When the final approval level is selected, a **Payment Request Date** dialog box is displayed. This allows you to select the date when the payment gets sent to STARS to be paid.

- Select a final payment date:
 - Enter a date in the **Payment Request Date** field (or use the calendar icon).
 - Select **Invoice Payment Date**. This will use the payment date from the template.
 - Select **Invoice Approval Date**. This will use the date the payment was approved.

Figure 2 - Final approval payment request date

Schedule Template Distribute **Approval** Reports

Name: EEJournal Description: Engineering Journal Payment Date: 03/01/2008
Status: Awaiting Release to Star

☐ Show Vendor Info ☐ Show Encumbrance Info

Vendor No	Sts	Account	Inv Number	PO#	Inv Description	Amount	IC	R DMI	BFY	PCA	Index	Exp Obj	Obj Grant	Ph Project	Ph Mod BU	Fund D
530491623	01					\$0.00	230		2008	03399	1000	5051				HDAG 0290

Approve Release to Star View History Undo Approval

Payment Request Date 3/1/2008
☐ Invoice Payment Date
☐ Invoice Approval Date

Save & Continue Save & Clear Clear Delete Payment

2. If you need to return the payment for corrections or review, click **Undo Approval** and then select the process to return the payment to (either to a previous approval level, cost distribution, or authorization).
3. If you make any changes, click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes clear the approval screen).
 - Click **Clear** to clear the approval screen without saving any changes.
 - If you decide the payment should not be scheduled at all, click **Delete Payment**. This will remove the payment from the **Scheduled Payments** section of the **Schedule** screen. It will not delete the pending template. It will have to be re-scheduled to make the next payment.
4. Click the Approval button to approve the payment and release it to STARS. (The name of the button will be set up by your Payment Services administrator.)